



City of Austin - JOB DESCRIPTION



Assistant Director, Public Work Engr and Project Delivery

FLSA:	Executives/2	EEO Category:	(10) Official/Adm
Class Code:	10751	Salary Grade:	E00
Approved:	February 26, 2010	Last Revised:	January 27, 2012

Purpose:

Under nominal direction, develops, plans, and implements engineering programs, capital improvement projects, project delivery and neighborhood connectivity developments of Public Works for the City of Austin.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Directs assigned division and section activities, including audits of existing facilities, equipment, and personnel to ensure effectiveness and efficiency. Identifies and analyzes trends and determines methodologies to implement changes.
2. Develops and implements short and long range plans, programs, and personnel that provide administrative and managerial support, fiscal management, and program planning, and evaluation.
3. Determines goals, objectives, and resource requirements for activities within assigned divisions.
4. Develops, revises, and implements standard operating practices, policies, and procedures within assigned divisions. Ensures divisions are in compliance with all City practices, policies, and procedures.
5. Develops and reviews engineering design and criteria, project delivery, neighborhood connectivity programs, Capital Improvement Projects (CIP), CIP tracking systems and project budgets and expenditures with variance explanations.
6. Reviews, approves, and implements quality and safety systems and programs.
7. Assists in the preparation, presentation, and monitoring of departmental budget.
8. Represents the department at City Council meetings, citizens groups, boards and commissions.
9. Provides support to other City departments and agencies as needed.
10. Investigates and resolves Citizen inquiries and complaints.
11. Reviews, analyzes, and prepares both written and oral reports.
12. Other duties as assigned by the Director

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of fiscal planning and budget preparation.

Knowledge of city practice, policy, and procedure.

Knowledge of technical aspects of maintenance and repair operations.

Knowledge of supervisory and managerial techniques and principles.

Skill in oral and written communications.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software applications.

Skill in managing multiple programs, projects, and tasks.

Skill in negotiations and handling conflict resolution

Skill in analyzing complex data from various sources, synthesizing collected information, and developing sound decisions/recommendations

Skill in developing, reviewing, monitoring, and evaluating contracts for services and/or materials

Ability to manage multiple projects and programs simultaneously within approved budgets

Ability to quickly recognize and analyze irregular events.

Ability to establish and maintain excellent communication and working relationships with city personnel and the public.

Ability to organize, analyze, interpret, and evaluate scientific civil engineering problems and provide practical, cost effective solutions.

Minimum Qualifications:

Graduation from an accredited four-year college or university with major coursework in Engineering or a related degree, plus six (6) years of professional-level supervisory/management experience in Engineering, Project Management, or a related field, or;

Masters Degree from an accredited college or university with major course work in a field related to the job, plus four (4) years of professional-level supervisory/management experience in Engineering, Project Management, or a related field

Licenses and Certifications Required:

Must be a licensed State of Texas Professional Engineer or have the ability to become licensed within six (6) months.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.